

# Communications Review

## Frequently Asked Questions (FAQ)

- 1. Question:** How long should I expect the review process to take?

**Answer:** The goal is to turnaround all requests in less than one week.
- 2. Question:** What if my request is time sensitive (can not wait one week)?

**Answer:** Please indicate this in the subject line of the email to [OMBCommunications@omb.in.gov](mailto:OMBCommunications@omb.in.gov)
- 3. Question:** Does this apply if the funding is 100% federal?

**Answer:** Yes.
- 4. Question:** How should I handle federal funds in the Media Communications Plan that is due May 31? I will not know the exact amount of federal funding at that time due to the federal government's FY.

**Answer:** Estimate the amounts. This document can be amended (with the Committee's approval) as necessary. Remember, you will be working with the Committee when negotiating new grant agreements anyway (see memo).
- 5. Question:** I have a statutory requirement to advertise (public notices, etc.). Do I need to submit those requests?

**Answer:** Yes. Please indicate this requirement in the request. The Committee, in some cases, may grant a blanket approval for all related requests.
- 6. Question:** My agency works with a Foundation. The Foundation funds much of the advertising and sponsorships. Do I need to submit these requests? What about the Media Communications Plan?

**Answer:** Yes. Again, the Committee may decide to grant a blanket request. As for the Media Communications Plan, the Foundation contributions should definitely be included. This could aid in Agency coordination of their efforts with that of the Foundation.
- 7. Question:** My agency is large with many different programs. How should I approach the Media Communications Plan?

**Answer:** Each program should have it's own Media Communications Plan. The Agency as a whole will also have an umbrella plan for general communication.
- 8. Question:** How should the agency submit plans?

**Answer:** One designee from each agency should review all plans prior to submitting to the Committee. This person will most likely be the Agency's Communications Director.